

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION

Summary of Minutes

January 22, 2008

Voting Members Present:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Marcus Aurelius, Emergency Management
Michael Brashier, Communications Manager, City of Casa Grande
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Leesa Morrison, Director, Arizona Department of Homeland Security
Patrick Quinn, Deputy Chief, Tucson Fire Department
Kathleen Robinson, Assistant Chief, Tucson Police Department (**via conference call**)
Danny Sharp, Chief, Oro Valley Police Department
Dan Wills, Battalion Chief, Sedona Fire District
Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association
Jan Hauk, Past President, Arizona Fire District Association Representative
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:04 p.m. by Chairman David Felix. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

Approval of Minutes from November 28, 2007 and December 11, 2007

Chairman Felix called for a motion for approval of the November 28, 2007 and December 11, 2007 minutes. Mr. Curt Knight clarified there were two sets of draft minutes for December 11. The minutes with a watermark titled "DRAFT (Version 2, 1-16-08)" incorporated suggested edits proposed by Commissioner Leesa Morrison. Commissioner Danny Sharp motioned for approval of the November 28 minutes as presented and approval of the December 11 minutes, draft version 2. Commissioner Marcus Aurelius seconded and motion passed unanimously.

Super Bowl Interoperability Planning

Mr. Jesse Cooper, Phoenix Police Department, and Commander Denny Bennett, Glendale Police Department, co-chairs of the Super Bowl Interoperable Communications Subcommittee, briefed

the Commission on the Super Bowl XLII interoperability planning efforts which started in August and will be ongoing up through Monday after the game.

Their efforts were focused on ensuring most/all participating agencies radios were programmed with the same shared interoperable talk group rather than using patches or gateways. Mr. Cooper credited the help of Mr. Jeff Miner, Mr. Knight, Mr. Kevin Rogers, and Mr. Jeremy Knoll in helping to achieve this. He expressed Glendale and Motorola were instrumental in being able to deploy 800 MHz radios for this event so frequencies were in alignment with all participating agencies. Mr. Knoll was also recognized for his assistance and coordination of Air Assets.

The Arizona Veterans Memorial Coliseum was set up as the unified Joint Operations Center with representatives from each public safety jurisdiction being represented along with representatives from the FBI setting up their Joint Operations and Intelligence Operations Centers.

On February 7, 2008, communications personnel will be meeting to discuss Super Bowl after action items. Mr. Cooper and Commander Bennett will be sharing that information with the PSCC at their February meeting.

Commissioner Tracy Montgomery recognized and complimented Mr. Cooper and Commander Bennett for their coordination planning efforts as co-chairs of the Super Bowl Interoperable Communications Subcommittee. Chairman Felix expressed his appreciation of their efforts and that of Mr. Knoll.

Demonstration Project - Updates

Mr. Knight reported the Demonstration Project between the Phoenix and Yuma Regional Communications System is ongoing. The PSCC Support Office is working its way through the administrative process to transfer monies to them to be able to expand and build out their systems and this should be completed by early next week.

Relative to the Demonstration Project, the Department of Public Safety is preparing and expanding their sites at White Tank and the Oatman Mountain facilities to house equipment from Phoenix and Yuma in conjunction with the modernization of the digital microwave connectivity that will also be taking place.

Mr. Knight expressed it is still our desire to have federal participation, preferably through the Federal Partnership for Interoperable Communications (FPIC). Chairman Felix questioned how and with what federal agencies we were reaching out to. Mr. Knight stated we have not done so with an individual federal agency, but were relying on FPIC as the federal point of contact.

Chairman Felix suggested a logical partner given the geography of the area would be the corridor from Yuma across Interstate 8, through Gila Bend to the west valley Border Patrol with the following federal agencies (ATF, FBI or DEA) working in the area. Mr. Knight stated the concept was that federal agencies would bring a federal mutual aid channel which could be accessed by all federal agencies.

Commissioner Marcus Aurelius suggested possible partnering with the FBI or FEMA due to their involvement in the Super Bowl. Mr. Knight advised he would check with Mr. Cooper and with some of the federal agency contacts mentioned.

Conceptual Design – Updates

Mr. John Murray briefed the Commission on the Conceptual Design report with a breakdown of the major cost elements, schedules, and technology recommendations totaling an estimated project cost of \$217 million. He reported the final draft of the Conceptual Design report would be delivered to the PSCC Support Office on January 23, 2008.

Some commissioners expressed concern and the need for clarification pertaining to timing of requesting monies through the state budget process, absence of a governance structure, funding, length of project time relative to available monies, and the limited portable radio coverage. In reference to portable coverage, Mr. Murray offered to do a portable analysis for comparison. Mr. Knight clarified the microwave component was not included in the total estimated projected cost of \$217 million as it is covered under a different funding stream managed through the Wireless Systems Bureau; however, it is a critical path item for the overall statewide project.

Mr. Murray felt the Conceptual Design could be implemented over a 2-2 ½ period. As a next step(s) progression, Federal Engineering recommends the development of the RFP document and specifications parallel to performing regional and targeted outreach, as well as expediting the governance process, to gain an understanding of participation level and involvement to aid in the procurement process.

With regard to funding alternatives for the conceptual design, Commissioner Morrison did not feel it was within the purview of FE to explore alternatives but felt it was up to the Commission based on funding direction from the PSCC Support Office to decide that. She requested an explanation of 1) how the conceptual design was building on the past to have a better understanding of issues taking place, 2) projection of dollar amounts (present and going forward) being requested from the Legislature, 3) how the microwave would be funded, and 4) could the timeline be fast tracked. Mr. Murray advised FE could re-work the Executive Summary and Conceptual Design document to help achieve Commissioner Morrison's request of how this was building on the past. Mr. Knight agreed.

Due to questions raised by the commissioners with regard to procurement timeline, issuance of an RFP, and initiation of a state budget request, Chairman Felix requested Mr. Knight provide a 1) historical recap of how we have gotten to this point with the dollars, the different amounts of money applied for and for what (microwave, demonstration project, Public Safety Interoperable Communications (PSIC) dollars, etc.), and 2) what amount(s) and the justification are we planning to ask for in the next state budget request and beyond, specifically in terms of the microwave, and 3) the possibility of compressing the timeline.

In addition to Chairman Felix's direction to Mr. Knight, Commissioner Mike Worrell questioned if the microwave process and associated priorities were being developed into the conceptual and detailed design or were we only dealing with the funding aspect. He felt an update on the microwave process would be beneficial.

Statewide Communications Interoperability Plan (SCIP) Executive Summary and Timeline

The latest draft version of the Executive Summary and Timeline was presented to the commissioners for their review. Once discussion on these two documents began, questions arose on how they were being shared with the public and would they be. Mr. Knight expressed both documents were in draft form and had not been shared with the public nor posted on the website.

Commissioner Morrison moved to go into Executive Session to obtain advice from Assistant Attorney General Brian Schneider regarding dissemination to the public of these two documents. Commissioner Wills seconded and motion passed unanimously. At this time, the meeting attendees were asked to vacate the room. Chairman Felix read the Executive Session statement pursuant to Arizona Revised Statutes § 38-431.03 and 38-431.03(B).

Upon reconvening from Executive Session, Chairman Felix reported the draft of the Executive Summary and Timeline would be made available to the public and posted on the website.

Mr. Knight stated the Executive Summary's latest draft version edits were based on collaborative efforts by Department of Public Safety, Arizona Department of Homeland Security, and the Government Information Technology Agency (GITA) staff. A question was asked if the Executive Summary would be completed by the February 3 deadline. Mr. Knight indicated it would and requested any further comments be emailed to Ms. Jablonski by next Wednesday.

Mr. Knight expressed the Timeline document would not be completed by the February 3 deadline. He indicated it would take further collaboration and consensus from the workgroups or individuals associated with those tasks labeled "TBD" to develop start, duration, and end times for those specific committee assignments. Mr. Knight indicated it would not only take some further work by the PSCC Support Office, Arizona Department of Homeland Security, and GITA, but also the subject matter experts familiar with these tasks.

Commissioner Morrison understood from a prior meeting that PSCC would be establishing a list of committees detailing the start and duration of those committees, and what their short- and long-term goals were, not just a listing. Mr. Knight indicated he would need between now and the next meeting to be able to more fully develop the Timeline based on input from the various committees, established or non-established; however, he could not promise it's completion. Commissioner Aurelius felt PSCC should do what they could to complete the Timeline, be able to explain the portion left undone, and ask for help to complete the rest, if needed. Chairman Felix requested Mr. Knight to complete as much as possible by the next meeting and to advise either prior to or at the next meeting the status of that completion. He also advised if there was a need for additional staff or support to get this task completed, facilitate meetings, etc., to request assistance.

Statewide Interoperability Executive Committee (SIEC) Report to the Public Safety Communications Commission (PSCC)

SIEC Co-Chair Mark Venuti briefed the Commission on the following action items which took place at the SIEC meeting this morning and will be worked on by the SIEC and/or SIEC Work Groups.

- 1) Arizona Interagency Radio System (AIRS) training development and delivery geared toward end users inclusive of dispatchers and dispatch center personnel.
- 2) Providing support and assistance to Commissioner Wills for development of the Communications Unit Leader (COML) training. COML training was one of several training courses specifically called out in the SCIP. Credentialing of the COML training is pending and is it unknown when this will occur.
- 3) Mr. Scott Tillman, Wireless Systems Bureau, with the help of PSCC, has agreed to make modifications to our channel assignment maps. Current maps' county boundaries do not align with radio frequencies. Development of new maps will be created to show actual coverage areas.
- 4) Discussion was held on recommendations for developing ideas for management of the 700 MHz interoperability channels inclusive of crafting some general Standard Operating Procedures (SOPs), naming conventions, etc.

Mr. Venuti indicated a motion was made and approved to return to a quarterly versus a monthly SIEC meeting format to be able to begin working on the above items 1-4. Based on a quarterly meeting schedule, April 22 would be the date of the next SIEC meeting. No questions or comments arose.

Governance Committee – Creation and Future Activities

Chairman Felix advised he volunteered to chair the Governance Committee and get it started after the first of the year. He questioned where we stood in terms of hiring someone to help facilitate this. Mr. Knight indicated the statement of work has been drafted and Ms. Renee Larson has been instructed from a procurement standpoint to be ready to take advantage of the statement of work when that time arrives. He advised if prior review of the statement of work needed to be done to let him know so he could accomplish that.

Chairman Felix expressed he looked at who might serve on this Governance Committee from PSCC commissioners to regional representation, those with experience in governance already (Phoenix and Yuma), Pima County, and those who would benefit from hearing this discussion. The following names are those he felt could offer their insight to this subject or benefit from hearing the discussion: Assistant Chief Tracy Montgomery, DPS Chief Georgene Ramming, Mr. Greg Wilkinson, Captain Paul Wilson, Ms. Kathy Allen, Captain Greg Smith, Chief Harry Beck or Assistant Chief Gary Bradbury. Chairman Felix stated if anyone was aware of a key person not included in this list and felt they should participate, to please advise. Outreach has been made with DPS Commander Larry Scarber for contact names representing the tribal nations of which we received three names. Contact has not yet been made with those individuals.

Chairman Felix explained he is scheduled to attend a meeting at 9:00 am on February 12 at the Avondale City Council Chambers reference Phoenix's governance process. He felt this would be a good time for us to have our first Governance Committee kickoff meeting that afternoon. He requested the PSCC Support Office set up a meeting time and location on that date with the people named above and to also take care of a public meeting notification of when that would occur. A meeting time of 1:00 pm was suggested.

Commissioner Montgomery advised anyone attending the February 12 meeting who has not received a draft copy of the IGA or governance document to please contact her or Mr. Knight for a copy. She encouraged everyone to review those documents ahead of the meeting and come with any questions you may have. Chairman Felix suggested that perhaps our Governance Committee members could receive a copy of those documents in advance if they haven't already received.

Chairman Felix desires to have some initial work completed prior to this meeting, i.e., projected timeline(s) for the committee and/or a plan. He then would like to be able to report on the outcome of this meeting at the next PSCC meeting in February.

Legislative Issues

Transition of Public Safety Communications Commission (PSCC) Support Office to Government Information Technology Agency (GITA)

Chairman Felix reported he first heard about this initiative when the Governor appeared on Horizon back in the fall sometime where she talked about either elimination or consolidation of boards and commissions as a move toward improving efficiency. He indicated he had not seen a Bill yet for this initiative nor did he know who the sponsor might be.

Chairman Felix advised as this initiative progresses we would keep the Commission updated. He felt if members of the Commission were either in support of or against this that they would express their views to the responsible party in charge of tracking this legislation. He encouraged commission members to speak out one way or another. No other discussion took place.

Date, Time and Location of Next Meeting

February 26, 2008, 1:00 pm
City of Peoria Municipal Complex
(Council Chambers Building)
8401 West Monroe Street
Peoria, Arizona

Chairman Felix asked for thoughts on continuing to meet on a monthly or going back to a quarterly meeting schedule. Mr. Knight felt our time would be better served if we went back to a quarterly meeting schedule but requested Commission member's feedback. He explained the February meeting would remain unchanged but after that we would revert back to a quarterly meeting schedule with that meeting taking place April 22, 2008. It was decided we would address that change from monthly to quarterly meetings at the next meeting. No action taken at this time.

Call to the Public

Mr. Greg Wilkinson reported we have a 700 MHz and 800 MHz regional planning committee in addition to the Statewide Interoperability Executive Committee (SIEC). He proposed the 700/800 MHz regional planning committees be taken on by the SIEC. He felt this should take place since the state will be managing the frequencies and interoperability.

Chairman Felix questioned the establishment of the two committees and by what authority. Mr. Knight thought the 800 MHz committee was encouraged by the Federal Communications Commission (FCC). He stated the 700 MHz committee was established in the same manner to do the same job in the new 700 MHz band.

Chairman Felix suggested researching this to see what would be the appropriate way to handle this. He felt Mr. Wilkinson's idea was good but indicated we would need to review and report our findings back to the Commission and perhaps we could put forth in the way of a motion if needed.

Recommendations for Future Meetings

Although covered earlier, brief discussion was held on going from a monthly to quarterly meeting schedule. This topic will be taken up at the next meeting in February.

Adjournment

Chairman Felix called for a motion to adjourn. Commissioner Sharp moved to adjourn with a second motion made by Commissioner Wills. Motion carried unanimously. Meeting adjourned at 3:50 pm.